



B Corp Certified Natural Products Sales + Marketing

Data Manager

LBN Brand Management

LBN is Canada's only B Corp Certified natural products broker, nurturing the original values, vision and ideals that gave rise to the natural products movement. Progressive brands are having a deep and meaningful impact on the economy, the environment, and in peoples' lives every day. Our goal is to be Champions and Builders of the solution that is changing the world.

THE OPPORTUNITY

We are looking for an experienced **Data Manager** to oversee the development and use of data systems. You will discover efficient ways to organize, store and analyze data with attention to security and confidentiality. A great Data Manager is able to fully grasp the complexity of data management. The ideal candidate will have a strong understanding of databases and data analysis procedures. You will also be tech-savvy and possess excellent troubleshooting skills. Your goal is to ensure that information flows timely and securely to and from the organization as well as within.

This is a full time, permanent, home office-based position.

DUTIES + RESPONSIBILITIES

- Create and enforce policies for effective data management
- Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
- Establish rules and procedures for internal and external data sharing
- Support others in the daily use of data systems and ensure adherence to legal and company standards
- Assist with reports and data extraction
- Monitor, analyze, and evaluate data systems, identify potential enhancements (new technologies, upgrades etc.)
- Ensure digital databases and archives are protected from security breaches and data losses
- Troubleshoot data-related problems and recommend maintenance or modifications
- Be an LBN "ambassador", who exemplifies our culture in all internal and external interactions
- Desire to own projects and exceed expectations, identify and solve issues strategically
- Excellent interpersonal skills, with the ability to communicate effectively

EDUCATION + EXPERIENCE

- Proven experience as data manager
- Excellent understanding of data administration and management functions (collection, analysis, distribution etc.)
- Familiarity with modern database and information system technologies
- Proficient in MS Office (Excel, Access, Word etc.)
- BSc/BA in computer science or relevant field
- Experience with R, Python and Tableau required
- Preference given to candidates with experience in the Consumer Packaged Goods or Grocery Retail industries

RELATED KNOWLEDGE, SKILLS + ABILITIES

- Excellent communication and collaboration skills
- Strong organizing and planning skills; manage time wisely and effectively prioritize multiple competing tasks
- High inner work standard, consistently strive to ensure work is of high quality and complete within deadlines
- Motivated by achievement, conveying a sense of urgency, and driven by a need for closure
- Analytical mindset with problem-solving skills
- Understand how your work connects with and affects other areas of the organization
- Take ownership and responsibility for your actions, behaviors, and contributions
- Passion for wholesome, plant-based, natural, or alternative foods preferred

In addition to an excellent company culture working with a passionate team of industry professionals that truly walk the talk – and a flexible schedule – LBN offers phone and internet as well as excellent extended health benefits and a Health + Wellness Spending Account.

SUBMISSION

Please send resume with cover letter to HR@LBNbrands.com. We thank everyone for their interest but only those being considered will be contacted. Please visit our website at LBNbrands.com to learn more about us!

